

ORDER FOR SUPPLIES OR SERVICES								PAGE OF PAGES	
								1	14
IMPORTANT: Mark all packages and papers with contract and/or order numbers.									
1. DATE OF ORDER 04/29/2021		2. CONTRACT NO. (If any) EP-C-16-007			6. SHIP TO:				
3. ORDER NO. 68HERC21F0190		4. REQUISITION/REFERENCE NO. See Schedule			a. NAME OF CONSIGNEE AWPB-MB				
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001					b. STREET ADDRESS US EPA-OW-OWOW-AWPD-MB 1200 PENNSYLVANIA AVE., NW MC-4503-T			c. CITY WASHINGTON	
					d. STATE DC		e. ZIP CODE 20460		
7. TO: LYNN PETRAZZUOLO					f. SHIP VIA				
a. NAME OF CONTRACTOR Avanti Corporation					8. TYPE OF ORDER				
b. COMPANY NAME					<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:			<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 6621 Richmond Hwy #200					Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY Alexandria		e. STATE VA	f. ZIP CODE 223066602						
9. ACCOUNTING AND APPROPRIATION DATA See Schedule					10. REQUISITIONING OFFICE AWPD-MB				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))								12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB									
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 796250538 TOCOR: Danielle Grunzke Max Expire Date: 04/01/2023 Invoice Approver: Danielle Grunzke Alt Invoice App: Kendra Forde Continued ...								
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$154,500.00		17(h) TOTAL (Cont. pages) ▲
	21. MAIL INVOICE TO:								
	a. NAME		RTP Finance Center						17(i) GRAND TOTAL ▲
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				(b)(4)		
c. CITY		d. STATE		e. ZIP CODE					
Durham		NC		27711					
22. UNITED STATES OF AMERICA BY (Signature)					04/29/2021		23. NAME (Typed) Sandra Stargardt-Licis TITLE: CONTRACTING/ORDERING OFFICER		

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

04/29/2021

EP-C-16-007

68HERC21F0190

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 02/01/2022 to 04/01/2023</p> <p>This Task Order is the result of Request for Task Order Proposal PR-OW-21-00128.</p> <p>Base Effort: Task Order Ceiling and Funding: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Lakes Assessment 2022: Algal Toxin Analysis."</p> <p>At time of task order award: 10 Option A microcystin options were exercised and 10 Option B cylindrospermopsin options were exercised. Requisition No: PR-OW-21-00128, PR-OW-21-00327</p> <p>Accounting Info: 21-E1-87FM-000B06XP1-2505-2187ME4019-0 01 BFY: 21 Fund: E1 Budget Org: 87FM Program (PRC): 000B06XP1 Budget (BOC): 2505 DCN - Line ID: 2187ME4019-001 Funding Flag: Partial Funded: (b)(4)</p> <p>Accounting Info: BFY: 00 Fund: ZERO Budget Org: DOLLAR Program (PRC): ADMIN Budget (BOC): REQ Funding Flag: Partial Funded: \$0.00 Accounting Info: 21-22-B-87FM-000BD4-2505-2187ME4019-00 2 BFY: 21 EFY: 22 Fund: B Budget Org: 87FM Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 2187ME4019-002 Continued ...</p>				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/29/2021	CONTRACT NO. EP-C-16-007	ORDER NO. 68HERC21F0190
-----------------------------	-----------------------------	----------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	Funding Flag: Partial Funded: (b)(4) Base Effort: Microcystin Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Lakes Assessment 2022: Algal Toxin Analysis" 1 sample = 1 unit (Option Line Item) 100 Days After Award (Not Separately Priced)	(b)(4)			(b)(4)	
0003	Base Effort: Microcystin Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Lakes Assessment 2022: Algal Toxin Analysis" (b)(4) (Option Line Item) (b)(4)	(b)(4)		(b)(4)	(b)(4)	
0004	Base Effort: Cylindrospermopsin Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Lakes Assessment 2022: Algal Toxin Analysis" (b)(4)	(b)(4)			0.00	
0005	Base Effort: Cylindrospermopsin Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Lakes Assessment 2022: Algal Toxin Analysis" (b)(4)	(b)(4)		(b)(4)	(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

**Performance Work Statement (PWS)
Technical Support for National Aquatic Resource Surveys (NARS 2)
Task Order #68HERC21F0190**

TITLE: National Lakes Assessment 2022: Algal Toxin Analysis

A. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: **Danielle Grunzke**
Office: EPA/OW/OWOW/WRAPD/MAB
Address: 1200 Pennsylvania Ave, NW MC: 4503T
Telephone: 202-566-2876
E-mail: Grunzke.danielle@epa.gov

Alternate Task Order Contracting Officer Representative (Alt TOCOR):

Name: **Kendra Forde**
Office: EPA/OW/OWOW/WRAPD/MAB
Address: 1200 Pennsylvania Ave, NW MC: 4503T
Telephone: 202 566-0417
E-mail: forde.kendra@epa.gov

B. ESTIMATED PERIOD OF PERFORMANCE

February 1, 2022 through April 1, 2023

C. TASK ORDER TYPE

Firm Fixed Price

I. BACKGROUND:

The U.S. Environmental Protection Agency (EPA), states and other partners are implementing an environmental assessment of lakes and reservoirs as part of the National Lakes Assessment (NLA). The NLA repeats statistically based surveys of lakes at 5-year intervals. The NLA is designed to provide information on the extent of waters that support healthy biological condition, and to estimate the spatial extents of major stressors. Status and trends data provide insights into whether the condition of these systems has improved. Consistent sampling and analytical procedures ensure that EPA can compare the results across the systems and over time. During the summer of 2022, EPA and partners will implement the fourth national assessment collecting data at more than 1000 sites. Field protocols are detailed in the NLA Field Operations Manual (FOM; US EPA 2022 DRAFT). Laboratory analysis will follow the protocols in the NLA Lab Operation Manual (LOM; US EPA 2022 DRAFT) and NLA Quality Assurance Project Plan (QAPP; US EPA 2022 DRAFT). This Task Order describes laboratory support for algal toxin analysis. Under the NLA program, states and tribes can elect to use their own laboratories or to send samples to the EPA contract lab. Partners may also choose to add sites to the NLA draw

increasing the potential number of samples or submit samples for other purposes from a variety of waterbody types. Considering these possibilities, EPA estimates that the contractor shall receive a minimum of 1500 samples for processing. To allow for the potential of additional samples or other small projects, the task order contains options for EPA to order up to another 1500 samples (30 options of 50 samples) for a total of 3000 samples during the period of performance possible.

Before the laboratory submits the batch data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
 - Sample preparation information is correct and complete
 - Analysis information is correct and complete
 - The appropriate laboratory method and standard operating procedures were followed
 - Analytical results are correct and complete
 - Quality control (QC) measures were within established control limits
 - Documentation is complete
- The data reviewer shall review the data package to verify that:
 - Internal QC are included for each batch of samples
 - QC measures were within established guidelines
 - Qualitative and quantitative results are correct
 - Data spreadsheet conforms to EPA data template requirements
 - Documentation is complete

Accompanying its data submission for each batch, the laboratory shall provide a short narrative that includes the following information:

- Project summary referencing the batch QC identification number, total number of samples in the batch and their sample numbers, and the analytical methodology used for analysis;
- Discussion of any protocol deviations that may have occurred during sample testing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Internal QC exceeding established control limits or parameters required by laboratory internal analytical Standard Operating Procedures (SOPs).

Once or twice during the performance period, the External QC Coordinator (either an EPA staff member or a contractor external to this PWS) will provide one or two identical sets of Performance Evaluation (PE) samples to all participating laboratories. Each set will contain up to five PE samples. As determined by the External QC Coordinator, the PE samples may be synthetic; aliquots of additional samples collected at NLA sites; or reference samples obtained from an organization such as the National Institute of Standards and Technology or Eurofins Technologies (formerly Abraxis). Each laboratory shall analyze the PE samples following the same procedures used for the other samples analyzed under this task order. The External QC Coordinator will compare the results to the expected value. The results of the comparisons shall

be made available to the EPA TOCOR for review. Based upon the evaluation, the External QC Coordinator may request additional information from one or more laboratories about any unique laboratory practices that might account for differences, and may convene a conference call with all participating labs (contractor and state) to identify causes of and if possible, reconcile those differences. With this additional information, the External QC Coordinator shall determine an appropriate course of action, including but not limited to no action, re-running samples, flagging the data, or excluding some or all the laboratory's data.

II. PURPOSE

The purpose of this task order is to measure algal toxins in water samples collected in the NLA 2022 and related studies. The types of support required for this project include technical support, sample analyses, transmittal of the results in database format, and a revised database at the conclusion of quality control procedures.

III. GOVERNMENT FURNISHED INFORMATION

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are in the NLA 2022 Task Order Information folder located at:

https://usepa.sharepoint.com/:f:/r/sites/OW_Community/nars/Contracts/NLA%202022%20Task%20Orders%20Information?csf=1&web=1&e=syfasY

- Reference 1a: Draft NLA Cylindrospermopsin Method
- Reference 1b: Draft NLA Microcystin Method.
 - The microcystin method is referred to as the Laboratory Method in this PWS
- Reference 2a and b: Draft Data Templates (i.e., spreadsheet for reporting laboratory data)
- Reference 3: NLA 2017 Quality Assurance Project Plan

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents.

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line shall include the phrase "EPA Contract #, Task Order #".

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO#Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data_ LABNAME_2022_09_02).

The contractor shall use EPA's templates for reporting the results of the laboratory procedures for the NLA samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results are linked to the correct corresponding EPA site IDs and sample IDs when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings/Teleconferences (see Contract clause B.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

3. The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

4. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

V. SCOPE OF WORK

The contractor shall provide laboratory support for the analysis of algal toxin samples as described in the following tasks.

Task 1. Task Order Management and Monthly progress reports (See Contract Attachment 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. Teleconferences: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting algal toxin samples and results. Prior to the shipping of the first samples in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, laboratory reporting limits and how they are determined, required reporting elements, data templates, and the relevant requirements in the QAPP. Prior to the first conference call, the contractor shall provide a narrative describing how reporting limits are calculated. Additional teleconferences may be scheduled if discrepancies are noted upon interlaboratory comparison of PE samples. The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially, State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:
 - i. QAPP
 - ii. LOM
 - iii. Data template
 - iv. Standard Operating Procedures (SOPs)
- b. Plan and Schedule: The contractor shall submit a plan with the following information as part of their proposal. The plan shall describe the contractor's procedures for managing samples throughout the different stages (e.g., delivery to the laboratory; sample preparation (if applicable); measurement of algal toxins; results reported to EPA). The plan shall include a schedule that:
 - i. Assumes that EPA will exercise all options (i.e., the plan should address processing time and scheduling on 3000 samples);
 - ii. Specifies preferred number of samples and timing of when the batch laboratory should deliver the samples to the contractor. In developing the delivery schedule, consider the following items.
 1. The 90-day holding time for samples from date of collection
 2. Because few crews sample early in the season (e.g. May and early June), the batching lab will have relatively few samples to ship to the

laboratory.

3. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2022).
- iii. Projects the number of samples in each of the stages in a given period of time (e.g. monthly basis);
- iv. Completes all laboratory analysis and related activities from the 2022 field season by no later than December 31, 2022 (and meeting the 90-day holding time); and
- v. Responds to EPA's data questions from samples collected in 2022 by February 28, 2023.

After award, the contractor shall review and if appropriate expand upon and/or confirm the plan submitted with the proposal.

- c. Status Summaries: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status report shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status reports that include:
 - i. The number of samples received by the laboratory (cumulative total and number received during that reporting cycle). If EPA conducts an external QC review and/or collects field blanks, they shall be considered "samples" for the purpose of invoicing, scheduling, and reporting. However, EPA considers the Quality Assurance/Quality Control (QA/QC) requirements of the laboratory method (e.g., blank tests, sample retests due to QC failures) to be part of the sample analyses and shall not pay any additional costs associated with such activities.
 - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).
 - iii. The number of samples for which the laboratory has submitted data to EPA (cumulative total and number submitted during that reporting cycle).
 - iv. Percent capacity reached in the contract (i.e. number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or 'exercised' (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
 - v. Data for the samples processed, or revised, since the previous summary. The contractor shall report the data using EPA's data template, updated with the new and revised data. In addition to the sample data, the monthly excel spreadsheet deliverables must include the results and any data flags for all QC samples including standards, controls, and duplicates, etc. The contractor shall also provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA

TOCOR to review with the data. When reviewing invoices, the EPA TOCOR will only consider the sample data to be complete, if the data deliverable includes results, the relevant QC data (i.e., data flags and results for standards, controls, etc.) and relevant QC requirements have been achieved.

- vi. Provide a simple list of the invoice samples with sample #, site ID, sample ID and visit number. The TOCOR will compare the list with the NLA master list of samples to verify that every sample has been invoiced one time.
- d. **Monthly Progress Reports and Financial Reports:**
The contractor shall provide a progress and financial report each month that reflects and itemizes the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; QA/QC activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using the correct corresponding EPA assigned site identification and sample identification codes.
 - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. **Issues Requiring EPA Resolution:** The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.
- f. **Laboratory results above benchmarks of concern (e.g., EPA values):** The contractor shall immediately notify the EPA TOCOR if any results are above benchmarks of concern.

Deliverables and Schedule under Task 1:

Subtask	Deliverable	Due
a.	Teleconferences, including copies of SOPs.	Date/time per technical direction from EPA TOCOR based upon contractor's recommended dates/times.

Subtask	Deliverable	Due
b	Plan and Schedule (expanded or confirmation that original is correct)	Within 2 months of award
c.	Status updates with data in spreadsheet and case narrative	Monthly
d	Progress and financial reports in electronic format	Monthly
e.	Email notifying TOCOR of unexpected unresolved problems and proposed resolution.	Immediately when issue identified.
e.	Revised technical plan and schedule request (as needed)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.
f.	Email notifying TOCOR of laboratory results above levels of concern.	Immediately when the result is identified.

Task 2. Quality Assurance (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan (QMP) incorporated into this NARS contract;
- NLA QA documents - describe how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - Quality Assurance Project Plan (QAPP)
 - Laboratory Operations Manual (LOM)

The NLA 2022 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA

Contracting Officer (CO). The contractor shall not begin work analyzing samples until a written and approved QAPP is in place, and the contractor has signed the QAPP (see “a” below).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP. The contractor’s Quality Assurance Official (QAO) and each laboratory’s QAO shall sign the page “Review & Distribution Acknowledgment and Commitment to Implement” in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor’s organization, including subcontractors and consultants. If EPA distributes an updated version of the QAPP or LOM and states that it contains a “significant change,” relevant to algal toxin, the contractor shall acknowledge, in writing (e.g., email), that it has received and distributed the revised document to the appropriate personnel, and that if necessary, changes will be implemented. If the contractor determines that changes to the LOM or QAPP will impact the cost of analyses or exceeds the scope of the task order, they shall notify the TOCOR immediately.
- b. The contractor shall demonstrate its implementation of QA/QC in performing the other tasks in this Performance Work Statement. The contractor shall provide EPA with documentation of its QA activities as follows:
 - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor’s laboratory for use in performing the required analyses.
 - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
 - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NLA measurement quality objectives. The contractor shall at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.

Deliverables and Schedule under Task 2:

Subtask	Deliverable	Due
a.	Completed Signature page “Review & Distribution Acknowledgment and	No later than 5 working days after award date of task order or 5 working days after receiving the

Subtask	Deliverable	Due
	Commitment to Implement” of the QAPP.	EPA approved QAPP if not approved at award date
	Email acknowledgement of receipt of QAPP or LOM with “significant change”	No later than 10 working days after receiving the revised document from EPA.
b.	Laboratory SOPs	No later than 5 working days after effective date of task order. If the laboratory modified its internal SOPs during the performance period, provide the final versions 5 working days before the end of the performance period (such a modification cannot change the required method as described in the QAPP and LOM unless approve by the EPA TOCOR). Otherwise, provide an email stating that the SOPs have remained unchanged throughout the task order.
	Notification to EPA of SOP modification.	
	Documentation of QA activities	With deliverables
	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report

Task 3. Algal Toxin (Contract PWS B.3., C.4)

The contractor shall strictly follow all procedures specified for algal toxin sample processing and analyses in the QAPP and LOM as detailed in the LOM. If the contractor identifies a situation requiring modification of analytical procedures or SOP, the EPA TOCOR must approve the modification before the contractor can implement the change. Contracting Officer approval is required in writing for any change that potentially affect the costs (decrease or increase), scope and/or period of performance.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.

- b. The laboratory shall retain:
 - The sample materials, including vials, for three years or the contractor is notified to dispose of the materials in written technical direction from the TOCOR. During this time, the laboratory shall freeze the materials at the temperature specified in its laboratory method. The laboratory shall periodically check the sample materials for degradation.
 - Original records, including laboratory notebooks and instrument logs, for a minimum of ten (10) years from date that EPA publishes the final data publicly.
- c. If EPA or the contractor determines that the transfer of samples or records to another location is necessary, EPA will make separate arrangements (e.g., task order modification) with the contractor for any necessary photocopying, packaging, and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.
- d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 3:

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Access to samples	Upon EPA TOCOR's written request.
c.	Access to laboratory notebooks	Upon EPA TOCOR's written request.

Task 4. Final Database (Contract PWS B.1, B.3, C.4)

- a. The contractor shall provide revised and final database for the results of the analyses from samples collected in 2022 as described in Task 1b. The contractor shall provide:
 - i. Responses to EPA's questions about the sample and QC data, as conveyed by the EPA TOCOR's technical direction.
 - ii. Revised databases that incorporate changes based upon EPA's review of the data and identified by the EPA TOCOR's technical direction.

- iii. Final database that incorporates revisions identified by the EPA TOCOR's technical direction.

Deliverables and Schedule under Task 4:

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b.	Revised database	10 working days after receiving the EPA TOCOR's technical direction. The contractor shall assume that five revisions will be required as a result of EPA's review of the data during the period identified in Task 1b.
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the schedules as set forth in Task 1b.
c.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior February 28, 2023.

VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

VIII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR within 3-working days of occurrence.	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor: <ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation will be considered unsatisfactory performance

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.			and will be reported as such in the CPARS Performance Evaluation System under the category of Management . Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.
Timeliness: Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in in the Contractor's proposal. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).	<ul style="list-style-type: none"> • No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule. • None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule. • No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule. • No delays in submitting the final database (Task 4) by the "no later than" date in the PWS. 	100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.	Unsatisfactory rating under the category of Schedule in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.
Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA QAPP, and the algal toxin method.	No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NLA QAPP, data templates, and algal toxin method.	100% of the data will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NLA QAPP, and algal toxin method.	Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

POINTS OF CONTACT
Technical Support for National Aquatic Resource Surveys (NARS 2)
TASK ORDER # 68HERC21F0190

Title: National Lakes Assessment 2022: Algal Toxin Analysis

The contractor shall provide contact information for the prime contractor and laboratory. If the contract is awarded, EPA will use this information in contacting the contractor and providing shipping instructions to the batch laboratory and/or field crews. Use the template in Table 1 or any other format that provides the required information. Also include any special shipping instructions, recommendations, and/or preferences.

Table: Contact Information

Person's role in the task order	Organization	Person's name	Phone	Email (most EPA and logistics-related communications will be by email)	Include person on emails (Y/N)
TO Leader (required)	Prime	(b)(4)	(b)(4)	(b)(4)	Y
Other prime contacts (e.g., TO coordinator)	Prime				Y
Lab contact (for shipping questions)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
Backup lab contact					
Others?					